



In a caring environment, we will achieve our full potential.

Dear parents and carers,

In the course of a school year students may: access the Internet (including cLc and Email), have their information released to the school photographer, have their photo taken and used by the school/ department/media, or may have their photo or name published in the school newsletter/ website/media, after signing the following declaration.

PARENT PERMISSION

A recent audit of our database has found many incomplete records in relation to parent permissions and codes of practice. We therefore ask that these forms be completed by everyone. Please discuss with your child and have them sign the Code of Practice on the back of this form. Once this updated form has been signed it will remain valid for the duration of your child's enrolment at Evatt Primary School, unless you indicate otherwise.

Child's full name: _____
(Please print)

Name of school: **Evatt Primary School**

Full Name of parent/ carer: _____
(Please print)

I agree to my child having access to: (Please tick)

- Internet Access
- Accessing school computer network
- Attendance at media events
- Publishing work on the school website
- Student information being released for the purposes of school photographs
- Photographs and video recordings being taken and used by the school and Department
- Photographs and video recordings being taken and used by the media
- Publish child's name in school newsletters and websites and media
- Google Apps for education access
- Microsoft Office 365 access

Signature _____ Date: _____

Code of Practice

Acceptable Use of Internet, Email, Computer Facilities and External Networks

Purpose

This Code of Practice has been developed for students at **EVATT PRIMARY SCHOOL** and is consistent with the department's *IT Security Policy* and the *Acceptable Use of IT Resources Policy*. Principals are responsible for ensuring that students and their parents/guardians have read this Code of Practice and the Parent Information Sheet, and operate within the parameters of these documents. The Code of Practice is to be signed after these documents have been read.

MANDATORY

I will

- use the school computers for schoolwork only and only as directed by my teacher.
- **always** act with extreme caution when communicating with unknown people using the school computers. (1)
- be courteous and use appropriate language when communicating to others.
- ask my teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate.

I will not

- use the school computer facilities for illegal (2) or dishonest (3) purposes.
- copy software programs on school computers, or copy material, graphics or music owned by others without their permission.
- send, produce, show or search for things that might upset others (4).
- intentionally create congestion or disrupt the school computer equipment (5).
- tell other people my password or leave my computer logged in when leaving the room (6).
- send photographs or publish the full names of others or myself to unknown people without permission.
- send email to users outside of this school unless the teacher approves it.
- I will not use chat facilities, such as ICQ, unless supervised by school staff.

I understand that the school records where I have gone on the internet.

I understand that disciplinary action may be taken if I do not follow this Code of Practice, which may include loss of access to the internet, email or networks for a period of time determined by the Principal.

(Notes: Refer to Parent Information Sheet for further explanatory notes)

Students of **EVATT PRIMARY SCHOOL** may access the Internet (including cLc and Email after signing the following declaration.

Date Code implemented ___ / ___ / _____

I declare that I have read and/or understood the ACT Department of Education & Training policy on the Acceptable Use of Internet, Email, Computer Facilities and External Networks, Code of Practice and Parent Information Sheet for:

EVATT PRIMARY SCHOOL

Student's: Surname: _____

Given Name: _____

Academic Year: _____

Student Signature: _____ Date: ___ / ___ / _____